

**2007 - 2008**  
**NCLB Programmatic Monitoring**

Cycle  
2

Title I – Section 1119; Title IIA – Section 2123

## Qualifications for Teachers and Paraprofessionals Checklist

LEA \_\_\_\_\_

Date \_\_\_\_\_

Person Completing Checklist \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**I=IN COMPLIANCE**

**O=OUT OF COMPLIANCE**

### ***DIRECTIONS***

1. Review LEA procedures to ensure that all of the following requirements have been met.
  - ☐ Mark **I** if the item is in compliance
  - ☐ Mark **O** if the item is out of compliance
2. For items found out of compliance (**O**), complete the Cycle 2 Compliance Activities Worksheet by indicating:
  - ☐ the items out of compliance and how they will be addressed;
  - ☐ who will be responsible; and
  - ☐ the date items are brought into compliance.
3. Return the following to Ms. Bobbie Orlando, Monitoring Manager; Bin #32 at ADE by **December 1, 2007**
  - ☐ this "Qualifications for Teachers and Paraprofessionals Checklist",
  - ☐ the completed Cycle 2 Compliance Activities Worksheet,
  - ☐ a copy of the 4-week notice, and
  - ☐ a copy of the parents "Right to Know" notice.

### **The LEA ensures that:**

- \_\_\_\_\_ all Title I core academic subject teachers hired after the date of enactment of NCLB (January, 2002) or paid with Title IIA Class-Size Reduction funds are highly qualified;
- \_\_\_\_\_ all core academic subject teachers teaching within the LEA are highly qualified;
- \_\_\_\_\_ all academic core area teachers have completed their Teacher Attestation within the first 4 weeks of school;
- \_\_\_\_\_ a teacher who is not highly qualified, has a written Individual Teacher Plan (ITP) to assist the teacher in becoming highly qualified;
- \_\_\_\_\_ for teachers who are not highly qualified, the principal has completed:
  - ☐ a Highly Qualified Teacher Summary School Report, and
  - ☐ an LEA Plan for Highly Qualified Teachers;
- \_\_\_\_\_ all parents have been notified of the "Parents Right to Know" within the first 4 weeks;
- \_\_\_\_\_ the parents of students in the classroom of a non-highly qualified teachers have been sent a notice notifying them about the teacher's status; including parents of students in an emergency certified teachers' classroom;

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**The LEA ensures that: *continued***

\_\_\_\_\_ all instructional paraprofessionals hired after the date of enactment of NCLB and working in a Title I program have:

- ☐ Earned a high school diploma or its recognized equivalent; and
- ☐ Completed at least 2 years of study at an institution of higher education; or
- ☐ Obtained an associate's (or higher) degree; or
- ☐ Passed one of three state-approved paraprofessional assessments in reading, writing, and mathematics;

\_\_\_\_\_ all instructional paraprofessionals hired before the date of enactment of NCLB and working in a Title I program shall meet the requirements of highly qualified;

\_\_\_\_\_ all non-instructional paraprofessionals working in a Title I program have earned a secondary school diploma(High School diploma) or its recognized equivalent (GED);

\_\_\_\_\_ a paraprofessional working in a Title I program is assigned a duty consistent with the following:

- ☐ Providing one-on-one tutoring for eligible students if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
- ☐ Assisting with classroom management, such as organizing instructional and other materials;
- ☐ Providing assistance in a computer laboratory;
- ☐ Conducting parental involvement activities;
- ☐ Providing support in a library or media center;
- ☐ Acting as a translator;
- ☐ Providing instructional service to students; and/or
- ☐ Assuming limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

\_\_\_\_\_ a paraprofessional does not provide any instructional service to a student unless the paraprofessional is working under direct supervision\* of a teacher consistent with section 1119\*; and

\_\_\_\_\_ the principal of each school operating a Title I program shall attest annually in writing as to whether the school is in compliance with all of the above requirements.

**\*Direct Supervision**

*Paraprofessionals who provide instructional support must work under the direct supervision of a highly qualified teacher [Sections 1119(g)(3)(A)]. A paraprofessional works under the direct supervision of a teacher if (1) the teacher prepares the lessons and plans the instructional support activities the paraprofessional carries out, and evaluates the achievement of the students with whom the paraprofessional is working, and (2) the paraprofessional works in close and frequent proximity with the teacher [§200.59(c)(2) of the Title I regulations]. As a result, a program staffed entirely by paraprofessionals is not permitted.*

*A program where a paraprofessional provides instructional support and a teacher visits a site once or twice a week but otherwise is not in the classroom, or a program where a paraprofessional works with a group of students in another location while the teacher provides instruction to the rest of the class would also be inconsistent with the requirement that paraprofessionals work in close and frequent proximity to a teacher.*